

PROJECT UNITY



for help...for hope

Full Time Position M - F 40 hours weekly

POSITION DESCRIPTION: Case Manager - Medical

TITLE: Case Manager - Medical

REPORTS TO: Director of Programs

JOB SUMMARY: Performs and ensures the completion of a variety of administrative and professional duties to accomplish the goals and operations of the Special Health Services Programs of Unity Partners dba Project Unity. Medical Case Management services include screening of primary medical care patients to determine each patient's level of need for medical case management; comprehensive assessment, development, implementation and evaluation of medical case management service plan; follow-up; direction of clients through the entire spectrum of health and support services; facilitation and coordination of services from one service provider to another.

JOB RESPONSIBILITIES

Provides comprehensive medical case management services to include intake, assessment of needs, service planning, service plan implementation, service coordination, monitoring and follow-up, reassessment, case conferencing, crisis intervention, and case closure.

Serves as the advocate for the patient and liaison with medical providers on behalf of the patient. Performs activities which may include negotiation and advocacy for services, consultation with providers, navigation through the service system, psycho-social support, supportive counseling, and general client education.

Actively involves the client in decision-making while supporting the client's right to privacy, confidentiality, self-determination, dignity and respect, nondiscrimination, compassionate non-judgmental care, a culturally competent provider, and quality case management services.

Monitors medical service plan to ensure its implementation while educating patient regarding wellness, medication and health care compliance.

Documents all activities as required by Special Health Services program guidelines.

EXPERIENCE AND QUALIFICATIONS

Licensure Required, i.e. R.N., LCSW.

Must be comfortable providing community and home-based services to families with special health needs.

Must possess excellent, demonstrable written and verbal communication skills.

Must be proficient in computer skills with a working knowledge in WordPerfect, Excel and Microsoft Word.

Must have experience working with a diverse group of people from all walks of life.

Must possess a positive attitude.

I have read and understand the case manager - medical job description.

Employee

Date

Supervisor

Date